



**OVERTON POWER DISTRICT NO. 5**

**BOARD MEETING**

*December 10, 2024*

*3:00 P.M.*

*Mesquite, Nevada*

**PRESENT:**

Seat 7 – At-Large,	Mrs. Judy Metz, Chair	Mr. Mendis Cooper, General Manager
Seat 2 – Logandale,	Mr. Jack Nelson, Vice Chair	Mrs. MeLisa Garcia, Interim General Manager
Seat 5 – Mesquite,	Mr. Mike Young, Sec / Treas	Mr. Scott Fullman, Administrative Services Manager
Seat 1 – Overton,	Mr. Richard Jones, Trustee	Mr. Kyle Leavitt, Line Operations Manager
Seat 3 – Moapa,	Mr. Chad Leavitt, Trustee	Mr. Keven Hansen, Substation Operations Manager
Seat 4 – Bunkerville,	Mr. Robert Bunker, Trustee	Mrs. Becky LaGrow, Executive Assistant
Seat 6 – Mesquite,	Mr. Dale Rust, Trustee	Mr. Jonathan Denninghoff, Accounting Supervisor
Attorney	Mr. Byron Mills	Mr. Boyd Evans, Engineering Supervisor – Virgin Valley

**ABSENT:** Mr. Randall Ozaki, Engineering Services Manager

*Note: The minutes of this meeting have been tape-recorded and will remain on file in the OPD5's main office for a period of one year for public examination.*

**A. CALL TO ORDER**

At 3:01 p.m. Mrs. Judy Metz called the meeting of the Overton Power District No. 5 Board of Trustees to order. The agenda items were addressed in the following order:

**B. PUBLIC COMMENTS**

There were no public comments.

**C. ACCEPTANCE OF THE AGENDA**

A motion was made by Mike Young and seconded by Richard Jones to accept the OPD5 agenda as posted. The Board voted seven (7) ayes and (0) nays in approval.

**D. APPROVAL OF THE MINUTES**

A motion was made by Jack Nelson and seconded by Dale Rust to approve the minutes of the November 20, 2024 Board Meeting. The Board voted seven (7) ayes and (0) nays in approval.

## **E. CHAIR'S REPORT**

Judy Metz had no report at this time.

## **F. ATTORNEY'S REPORT**

Byron Mills had no report at this time.

## **G. MANAGER'S REPORTS**

### ***Administrative Services***

Scott Fullman reported on the following items:

- 💡 *Cyber Security Training* – 96% participation by employees in November. The topics included the dangers of internal threats, importance of vigilance, and personal toll of cybersecurity.
- 💡 *Information Technology* – In November, no employees clicked on internal spam email.
- 💡 *Identity Theft Prevention* - The annual report of the committee was submitted to the general manager on November 29, 2024.
- 💡 *Servers* – All servers were up and running 100% of the time in November. All servers were successfully backed up and stored offsite in November.
- 💡 *Customer Service Department* – The number of bill pay, e-bill, phone calls, and walk-in customers for the months of September, October, and November were reported.
- 💡 *Public Relations* – The Social Media statistics were reported.

### ***Engineering Services***

Boyd Evans reported on the following items:

- 💡 *Long Drive Switchyard* – The shoofly has been completed and the power line has been rerouted away from the center of the switchyard for safety of personnel and feasibility of construction. The contractor will begin working in February and the contractors portion of this project, Raptor Substation and the Transmission line will be completed by the end of 2025

### ***Line Operations***

Kyle Leavitt reported on the following items:

- 💡 *Service Installations* –
  - 💡 November – Forty-seven (47) residential and zero (0) commercial hookups.
- 💡 *Outages*
  - 💡 *October 2024*
    - 💡 There were four (4) planned outages for maintenance. There were two (2) unplanned outages for the month.
  - 💡 *Statistics*
    - 💡 *October* - The unplanned outages affected fifty-two (52) customers for approximately three hundred fifty-six (356) customer hours.

- 💡 *Jobs:* In addition to their many jobs this month, the crews worked on:
  - 💡 *Long Drive Switchyard* – The crew was tasked with building the bypass line into Long Drive Switchyard, in preparation for the contractors to begin working.
- 💡 *Apprentice Testing*
  - 💡 It is a three-part test system. They have a written test, a transformer connections test, and field work test
  - 💡 The congratulations to the employees that completed the following testing levels Tanner Killer & Luis Gonzalez, Journeyman; Zac Barnum & Mike Abbott fourth year apprentice; and Dalyn passes his second step apprentice tests
  - 💡 These gentlemen came in on Saturday's to get help at becoming proficient in their respective testing areas.

### ***SCADA & Substation Operations***

Keven Hansen reported on the following items:

- 💡 *Control Buildings* – Part of the teams inspection routine is the control buildings. The Sup Ops team has been repairing cracks and holes in the Tortoise and Sandhills Substation and last week both received a fresh coat of paint
- 💡 *Mesquite Substation* –
  - 💡 During the monthly inspection, the team found two phases on feeder A were registering hot according to the infra-red camera. The feeder was de-energized, the parts cleaned and reassembled.
  - 💡 There was also a disconnect switch that had a hot connection. The contact points were adjusted.
  - 💡 These are all a part of preventative maintenance to prevent unplanned outages later.

### ***Interim General Manager***

Melisa Garcia reported on the following items:

- 💡 *Network Integration Transmission Service (NITS) rights* – Staff continues to work closely with NVE and Tenaska to get Part One of the NITS application submitted by December 31<sup>st</sup>
- 💡 *GM/CEO Transition* – The transition is going smoothly. This month the final department, administration, will be transitioning.
- 💡 *Fitch Ratings* – All documentation has been submitted to the ratings committee and is under review. We anticipate the call from the committee on Thursday. At that point, we have 24 hours to dispute any inaccuracies.

### ***General Manager***

Mendis Cooper reported on the following items:

- 💡 *Food Drive*
  - 💡 The Customer Service Department has completed the 14<sup>th</sup> Annual Food Drive.
  - 💡 Donation were received from employees and the local schools
  - 💡 Appreciation has been expressed by the food banks in both Moapa and Virgin Valleys
- 💡 *Rate Increase* – A press release has been submitted to the newspaper and letters explaining the increase have been sent to all small and large businesses. There have not been a lot of inquiries, and the Customer Service Department has done a great job of handling those.

💡 **NREA**

- 💡 Executive Director (ED) – The review of the executive director was held in the last week of November. At that time, she submitted her resignation effective April 2025. A nationwide search has begun for a new Executive Director, with the application deadline estimated at January 17, 2025
- 💡 Board Meeting – Last week the meeting was held in Pahrump. Plans are in place for a new ED and also to hire a Government Relation employee. The 2025 budget was approved, with no increase in the dues for now
- 💡 Legislative Fly-In – The meetings in Washington D.C. were cancelled due to a lame duck Congress and no real commitments from legislators to meet
- 💡 Moapa Land Purchase – The owner has accepted our offer, but it is contingent on the owner getting the zoning changed before finalization of the purchase. They are in that process now

**Financial Services**

Jonathan Denninghoff gave the financial report for November 2024, a copy of which is on file.

**H. REVIEW AND POSSIBLE APPROVAL OF THE 2025 EXPENSE BUDGET**

The budget provides an estimate of income and expenses and shows the staff's estimate of cash flows. The budget includes the cost of purchased power, wages, benefits, materials, supplies, and other expenses needed for the operation of the business. The budget presentation includes a look back at the financial performance of the business and a budget forecast for the next two years in order to give the Board an understanding of the direction and trajectory of the finances.

A budget update is presented each month for review by the board, which includes a year-to-date comparison of the previous year.

Mike Young objected to the contribution to the Booster Clubs. After discussion by the Board, a motion was made by Chad Leavitt and seconded by Dale Rust to approve the 2025 Budget as presented. The Board voted six (6) ayes, (0) nays in approval. Mike Young abstained. The motion passed.

**I. REVIEW AND POSSIBLE APPROVAL OF 2025 BOARD MEETING SCHEDULE**

The Board of Trustees typically holds regular board meetings on the third Wednesday of each month at 3:00 pm, except for one month in the summer. Typically, no meeting is scheduled in July to allow for a scheduled summer recess. The proposed schedule is based on past schedules and considers other holidays and industry meetings scheduled in the coming year.

After discussion by the Board, a motion was made by Mike Young and seconded by Dale Rust to approve the 2025 Board Meeting Schedule as agreed upon. The Board voted seven (7) ayes and (0) nays in approval.

J. **REVIEW AND POSSIBLE APPROVAL FOR THE GENERAL MANAGER/CEO TO EXECUTE FUTURE NON-DISCLOSURE AGREEMENTS (NDAS)**

Periodically, developers request a non-disclosure agreement (NDA) to protect their business information prior to receiving financing, permits, construction start-up activities, and making official announcement of the project. In the past, Staff have taken NDAs to the OPD5 attorney, then brought these NDAs to the board for approval at a regular board meeting. This practice has slowed the exchange of information and pre-construction work process.

In order to be more responsive to project developers, Staff requests that the board approve the GM/CEO to execute NDAs after the OPD5 attorney review. This request only applies to NDAs where OPD5 and the developer exchange standard information related to development of the project such as maps, documents, load information, cost estimates, studies, schedules, timelines, etc. The GM/CEO will not execute an NDA that is not approved by the OPD5 attorney, contains unusual binding commitments to OPD5, or financial obligations assigned to OPD5. The GM/CEO will notify the board of the NDAs signed at the next regular board meeting.

After discussion by the Board, a motion was made by Bob Bunker and seconded by Mike Young of approval for the General Manager/CEO to Execute Future Non-Disclosure Agreements (NDAs) as presented. The Board voted seven (7) ayes and (0) nays in approval.

K. **REVIEW AND POSSIBLE APPROVAL OF CHANGES TO THE 2024 ORGANIZATIONAL CHART TO MAKE THE CONTRACT CUSTOMER RELATIONS A FULL-TIME POSITION**

OPD5 added a contract position of Customer Relations on a part time basis in July 2024. Staff have seen a need to increase the responsibilities of both Government Relations as well as Grant Writing to the position. Staff is asking that a new full-time position be added to the organizational chart that encompasses the duties of all three with the intent to convert the position to full-time as soon as feasible.

The pace of the growth in our service territory as well as our industry indicates that periodic changes must be made to staff assignments and that new employees must be added to serve customers and to operate and maintain a growing power system. The updated organizational chart reflects Staff's recommended changes.

After discussion by the Board, a motion was made by Chad Leavitt and seconded by Jack Nelson to approve changes to the 2024 Organizational Chart and approval to fill the position as presented The Board voted seven (7) ayes and (0) nays in approval.

L. **PUBLIC COMMENTS**

All Public Comments are recorded and are available at the OPD5 website ([www.opd5.com](http://www.opd5.com)) for a period of one year.

*Chad Leavitt had to leave the meeting*

**M. TRUSTEE COMMENTS**

*Judy Metz* would like staff to consider continuing the mentoring program in the future.

*Bob Bunker* thanked *Judy Metz* for her years of serving as the chairperson and all she has done for her constituents over the past ten years

*Dale Rust* would like to have a discussion in the future on OPD5's generation possibilities

**N. APPROVAL OF THE NEXT BOARD MEETING**

A motion was made by Mike Young and seconded by Bob Bunker to approve Wednesday, January 22, 2025, as the next Board Meeting date. The meeting will be held in the Overton Board Room at 3:00 p.m. The Board voted six (6) ayes and (0) nays in approval.

**O. EXECUTIVE – CLOSED DOOR SESSION**

There was no Executive Session

**P. ADJOURNMENT**

The Board voted unanimously to adjourn at 5:01 P.M.

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Chair

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Vice Chair

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Secretary / Treasurer